



**Cornell University**  
**ILR School**

ILR Alumni Bulletin  
201 Ives Hall  
Cornell University; Ithaca, NY 14853-3901  
Phone: (607) 255-5584; Fax: (607) 255-2358  
E-mail: [ilrab@cornell.edu](mailto:ilrab@cornell.edu)

**CORPORATE**

012072 (First Posted: 10/20/2017)

POSITION: HR Generalist - Contractor

EMPLOYER: Airbnb

LOCATION: San Francisco, CA

DUTIES: Day to day manager and IC talent support. Identifying themes and building solutions for common questions and needs.

Directly manage employee relations across tech teams including standard PIPs and investigations. Exception offer escalations and internal hiring. Quick resolution to external exception hiring (mainly engineering) and facilitate internal offer transitions in partnership with recruiting and compensation. Talent program operations and logistics. Support talent partners and executing cyclical talent programs like murmur, performance reviews, workforce planning etc.

QUALIFICATIONS: 2-3 years experience in HR. Genuine curiosity and strong desire to continuously learn, grow and develop others Impeccable judgment and ability to balance the needs of the company, managers and employees. Not afraid to roll sleeves up and get involved in all aspects of the role - no job too big or too small. Well-developed analytical skills A sense of humor and passion for Airbnb are essential - we are really excited to work here, and you should be too!

SALARY: Commensurate with experience

CONTACT: Please email me at [dina.gabriel@airbnb.com](mailto:dina.gabriel@airbnb.com)

**EDUCATION**

012064 (First Posted: 10/20/2017)

POSITION: Labor Education Coordinator

EMPLOYER: University of Massachusetts Lowell

LOCATION: Lowell, Massachusetts

DUTIES: The Labor Education Program is seeking a full time education coordinator to work with the Labor Education Director, to teach non-credit conferences, classes and workshops in the University, Merrimack Valley and North Shore communities. He/she will work directly with students to enhance their UML learning experience by providing labor experience and resources in classes, creating internships, and assist in locating and developing community service projects. He/she will assist with the day-to-day functions within the Labor Education Program and serve as the communications specialist.

QUALIFICATIONS: 3+ years of related experience.

SALARY: Commensurate with experience

CONTACT: For full job description and how to apply, follow link: <https://uale.org/resources-list/job-board/959-labor-education-coordinator-position-open-at-umass-lowell>

012075 (First Posted: 11/03/2017)

POSITION: Labor Relations Specialist

EMPLOYER: Middlesex Community College

LOCATION: Bedford, MA

DUTIES: The Human Resources Labor Relations Specialist is a collaborative and knowledgeable human resources professional. Assists the EDHR in areas regarding collective bargaining agreements and personnel policies such as employee and/or labor relations, grievance administration, reclassifications, accommodation requests, and performance management based on regulations, policies and guidelines. Ensures timely and accurate HR communications occur regarding contract compliance. Provides exceptional Human Resources service to a diverse workforce, and is committed to inclusive excellence, diversity, and continually strives to promote a culture of success and engagement for all employees.

QUALIFICATIONS: Bachelors required in a related field. Minimum of five years full-time professional experience in labor relations which must include significant, recent experience with the day-to-day administration of collective bargaining agreements, employee relations, grievance resolution, corrective action, drafting and communicating responses, and conducting disciplinary investigations.

Ability to maintain strict confidentiality of sensitive information.

SALARY: \$56,100-\$84,200 based upon education and experience.

CONTACT: Applicants interested in applying MUST submit the following documents via the online application:

1. Cover Letter
2. Resume

<https://middlesex.interviewexchange.com/jobofferdetails.jsp?JOBID=90767>

NON-PROFIT/GOVERNMENT
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012073 (First Posted: 10/20/2017)

POSITION: Labor Relations Manager

EMPLOYER: Cerebral Palsy Associations of NYS

LOCATION: New York, NY (travel within the 5 boroughs)

DUTIES: Work in collaboration with the Human Resources team to establish positive labor-management relations. Ensure contract compliance with multiple collective bargaining agreements. Participate in contract negotiations, and manages the grievance process. Represent the agency in various administrative proceedings. Provide on going guidance and direction to management regarding labor matters and contract interpretation. Develop and participate in training programs for managers in regard to employee relations, conflict resolution and union contract compliance. Provide advice and counsel to managers and supervisors regarding personnel practices, policy and employment laws. Evaluate potential disciplinary matters and assists managers with preparation of disciplinary guidance.

QUALIFICATIONS: Masters Degree in Labor Relations/Industrial Relations, SPHR, SHRM-SCP preferred, Minimum 5 years labor relations experience in a unionized setting, Extensive knowledge of applicable federal, NYS, and NYC labor laws. Must have excellent verbal and written communication skills, and conflict resolution skills.

SALARY: Commensurate with experience

CONTACT: Submit resume/cover letter stating salary requirements to: [JPshena@cpofnys.org](mailto:JPshena@cpofnys.org)

012074 (First Posted: 10/27/2017)

POSITION: Director of Human Resources

EMPLOYER: The New York Historical Society

LOCATION: New York City, NY

DUTIES: The Director of Human Resources supports our staff and continues to make N-YHS a great place to work. The right person will be proactive and resourceful and have strong knowledge and experience in Human Resources and will direct all areas of Human Resources including policy development, recruitment, labor relations, employee relations, compensation and benefits. A high level of professionalism and confidentiality are critical to this role. Excellent written and verbal communication skills are extremely important in this position. This position is both strategic and hands on. The ideal person will both be a counselor to senior management as well as responsible for making sure all day-to-day operations of the HR Department are completed.

QUALIFICATIONS: Minimum of 10 years of progressive Human Resources experience; Proven leadership and managerial skills; Demonstrated ability to serve as a knowledgeable resource for the senior management team; Possesses both strategic thinking capability and hands on HR plan implementation experience; Clear understanding of federal, state and local laws and regulations that impact the Human Resources function; Strong background in HRIS, ADP preferred; Experience working in a union environment preferred.

SALARY: Please submit salary requirements with your application.

CONTACT: For consideration please send cover letter, resume, writing sample and salary requirements to [hrdirectorsearch@nyhistory.org](mailto:hrdirectorsearch@nyhistory.org). In the subject line, please reference the job title.